

# Requirements for Volunteers

All descriptions and requirements are subject to change  
Updated December 22, 2011

The City Archaeology Program has existed for approximately 30 years and is one of the largest and most important programs of its kind. Boston is the “City of Archaeology” with over 7,000 years of human history. The archaeological collections housed by the City are some of the most diverse and significant in the country and are irreplaceable parts of its history. As a public institution and research facility, I welcome everyone to participate in Boston’s archaeological past, however to ensure the protection and preservation of these collections, minimum requirements have been instituted and are outlined below. The City Archaeology Laboratory is a professional and scientific facility; however, it is also a place of discovery and hands-on learning. After reading the relevant requirements below, please contact me with any questions at [joseph.bagley@cityofboston.gov](mailto:joseph.bagley@cityofboston.gov). Email submission of letters and proposals is preferred, though paper copies can be mailed to the address below. Access to collections is at the discretion of the City Archaeologist and may be terminated at any time.

Sincerely,

Joe Bagley  
City Archaeologist  
Boston Landmarks Commission  
Environment Department  
City Hall, Room 805  
Boston, MA 02201

## **Volunteers**

Volunteers are individuals who have chosen to donate their time for the purpose of aiding the City Archaeologist in collections management and archaeological fieldwork purposes. In general the volunteer program is meant to assist interested members of the public in the understanding of the archaeological profession and the archaeology of Boston. Volunteers are expected to have regular and scheduled appearances at the Lab, and perform tasks under the direct supervision of the City Archaeologist. These tasks include, but are not limited to, re-bagging artifacts, collections stabilization, cleaning artifacts, moving collections within the lab space, cataloging, field excavations, and research. Tasks will be assigned based on experience, interests, background, and availability of time. Volunteers gain important and valuable experience in archaeological laboratory and excavation techniques and can use their experience and skills to bolster a CV, college application, or job application. Volunteers will be asked to sign a form agreeing to proper behavior and treatment of the collections while at the lab. There are a limited number of volunteer opportunities and these will be given to those who meet the requirements below on a first come first serve basis. Access to collections is at the discretion of the City Archaeologist and may be terminated at any time.

Requirements:

- High School students
  - Juniors or seniors preferred, though others will be considered.

- A letter of support from a teacher or staff member of your school
- A letter of permission written by the student's parent or guardian (if under the age of 18)
- A written letter of interest from the student stating why they are interested in volunteering at the lab, and what they would like to get out of the experience.
- Details of time commitment, schedule, and scope of work will be discussed prior to the beginning of volunteering
- College students (undergraduate and graduate)
  - Enrollment in a relevant degree program (archaeology, anthropology, history, etc.) is an automatic qualification for volunteering
  - A current CV and list of references must be submitted. It is recommended that CVs be sent to the City Archaeologist prior to a volunteer opportunity as they will be reviewed, and you may be contacted if volunteers are needed for a project.
  - Details of time commitment, schedule, and scope of work will be discussed prior to the beginning of volunteering
- General Public
  - Members of the General Public are allowed to volunteer at the City Lab.
  - You must arrange a visit to the lab prior to formal volunteer arrangements so you can see first hand the physical and mental requirements of volunteering.
  - Please email the City Archaeologist to make these arrangements.
  - A letter of permission written by the volunteer's parent or guardian (if under the age of 18)
  - A written letter of interest from the person stating why they are interested in volunteering at the lab, and what they would like to get out of the experience.
  - Details of time commitment, schedule, and scope of work will be discussed prior to the beginning of volunteering